

CHAPTER 11. OPERATOR RECORDKEEPING

SECTION 3. CURRENCY PERIODS FOR RECORDS

1807. GENERAL. Principal operations inspectors (POI) shall determine if an operator's recordkeeping system provides the necessary documentation to demonstrate compliance with the Federal Aviation Regulations (FAR). Adequate historical data must be maintained by the operator to enable the POI to determine compliance at any time. This section contains information and guidance to be used by POI's when determining the necessary currency periods for records.

1809. CATEGORIES OF RECORDS. In order to demonstrate regulatory compliance, training and qualification records must be retained to document currency and prerequisite qualification.

A. Permanent Records. Permanent records are the documentation of the successful completion of training or qualification events that are prerequisites for subsequent assignments. These records must be retained for the duration of the individual's employment with that operator to substantiate the individual's qualifications. Examples of permanent records include the following:

- Basic indoctrination records
- Initial qualification records
- Transition and upgrade aircraft training records
- Required operating experience (OE) observation of by FAA inspector records

B. Currency Records. Currency records are the documentation of training or qualification events that qualify individuals for their present assignments and are required to be reaccomplished at scheduled intervals. In order to show continuity of qualification, this type of record must be retained until superseded by a record of similar training or qualification.

NOTE: Many operators revise FAR § 21.409 line-oriented flight training (LOFT) scenarios annually in order to preclude any crewmember from receiving the same scenario more than once. An operator that revises LOFT scenarios less frequently should be required to maintain additional records to ensure that the crew-

member does not receive the same scenario in two consecutive training cycles.

C. Records of Action. Regulations require that an operator record each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher and keep the record for at least 6 calendar months.

NOTE: For FAR Part 121 operators, permanent records, including records of action, may be discarded 6 months after release, termination, or disqualification from employment. For FAR Part 135 operators, these records may be discarded after 12 months.

D. Additional Records. The operator may need to keep additional records as a condition of special operational authorizations. For example, a record of successful operation is required before the Federal Aviation Administration (FAA) can grant approval to increase the extended-range operations with two-engine airplanes (ETOPS) en route alternate time requirements from 90 to 120 minutes. Operators may be required to keep additional training and qualification data in order to justify changes in the authorization of such areas as ETOPS, training hour reductions, and operations specifications. POI's should encourage operators to establish additional recordkeeping for analysis purposes. Operators may depersonalize those records not required by the FAR.

NOTE: Operators that have been granted exemption to the FAR may be required by the terms of those exemptions to retain additional records for a specified period.

1811. CURRENCY PERIODS FOR RECORDKEEPING SYSTEMS. When evaluating any recordkeeping system, POI's shall ensure that the system has the capability for entry, storage, retrieval, and archiving of all required records in the categories of records for which the operator is seeking acceptance or approval (see job aids 3.11.3.1. and 3.11.3.2. for currency periods and regulatory references).

1813. RECOMMENDED ADVANCED QUALIFICATION PROGRAM (AQP) CURRENCY PERIODS. The AQP recordkeeping requirements are similar to those discussed in paragraphs 1809 and 1811; however, some differences do exist. POI's should read the sections on AQP in volume 3, chapter

4, and see Advisory Circular (AC) 120-54, "Advanced Qualification Program," chapter 9, section 5, for detailed guidance.

NOTE: Job Aid 3.11.3.1. is not intended for use with AQP.

1814.-1826. RESERVED.

**JOB AID 3.11.3.1.
CREWMEMBER TRAINING AND QUALIFICATION RECORDS PARTS 121 AND 135**

Type of Record	Airmen Position	Relevant FAR	Currency Period
Proficiency Check	Pilot-In-Command (PIC)	121.441 and 135.63	8 months; 14 months if qualified in two aircraft; 20 months if alternating recurrent LOFT with proficiency checks and recurrent training
	Second-In-Command (SIC)		14 months
	Flight Engineer (FE)		14 months
Recurrent Flight Training	PIC	121.427 and 135.63	8 months; 14 months if qualified in two aircraft; 20 months if alternating recurrent LOFT with proficiency checks and recurrent training
	SIC		14 months
	FE		14 months
Flight Attendant (F/A) Competency Check/Test	F/A	121.421 (initial)	permanent
		121.427	14 months
		135.351 (recurrent quiz/review)	14 months

JOB AID 3.11.3.1. (Cont'd.)
CREWMEMBER TRAINING AND QUALIFICATION RECORDS
PARTS 121 AND 135

Type of Record	Airmen Position	Relevant FAR(s)	Currency Period
Aircraft Dispatcher Competency Check/Test	Aircraft Dispatcher Competency Check/Test	121.422 (initial)	permanent
		121.427	14 months
		135.351 (Recurrent quiz/review)	14 months
Recurrent Ground Training	Pilot, FE, Flight Attendant, Aircraft Dispatcher, and Navigator	121.427, 135.63, and 135.351	14 months
Recurrent Ground Training (Emergency Training ("Hands-on") and alternate drills)	Pilot, FE	121.417	50 months No recurrent ground training needed for: (1) fighting actual fire (2) egress via evacuation slide (3) protective breathing equipment
	Flight Attendant, Aircraft Dispatcher and Navigator	135.351	14 months
Line Check	Pilots	121.440 and 135.63	14 months
* Special Airports, Route, and Area Qualifications (such as NOPAC, CEPAC, and MNPS)	Pilots	121.445 135.63	12 months 12 months

* This record must reflect either current training or airport qualification for the airman's current duty assignments in accordance with any authorization, exemption, and additional limitation.

JOB AID 3.11.3.1.—Continued
CREWMEMBER TRAINING AND QUALIFICATION RECORDS
PARTS 121 AND 135

Type of Record	Airmen Position	Relevant FAR(s)	Currency Period
Recency of Experience	Pilots	121.439 and 135.63	90 days
Aircraft Dispatcher Initial Operating Familiarization	Aircraft Dispatcher	121.463	14 months
Aircraft Dispatcher Recurrent Operating Familiarization	Aircraft Dispatcher	121.463	14 months
Operating Experience (OE)	Pilot and FE	121.434 and 135.244	retain for current and previous aircraft
FAA Observation of OE	PIC	121	permanent
Flight Attendant Supervisor or Designated Ground Instructor	Aircraft Dispatcher Supervisor or Designated Ground Instructor	121.422	permanent
APD/SDE Designations	Pilot and FE	183	retain for current aircraft
Check Pilot Authorizations		135.63	retain for current aircraft
Check Airman Initial Ground Training		121.413 and 135.63	retain for current aircraft

JOB AID 3.11.3.1. (Cont'd.)
CREWMEMBER TRAINING AND QUALIFICATION RECORDS
PARTS 121 AND 135

Type of Record	Airmen Position	Relevant FAR('s)	Currency Period
Check Airman Initial Flight Training		121.413 and 135.63	retain for current aircraft
* Flight Instructor Initial Ground Training		121.413 and 135.63	retain for current aircraft
Advanced Simulation Instructor/Check Airman (Part 121)			initial Appendix H training - retain for current aircraft
			recurrent Appendix H training - 14 months
Flight Time Limitations and Required Rest Record		121.683 and 135.63	current and previous calendar year
Hazardous Materials Training		121.433a and 135.63	14 months
Airman Certificate Information		121.683 and 135.63	required by duty position
Airman Medical Certificate Information		121.683 and 135.63	maintain current information
Aeronautical Experience		135.63	permanent
Physical or Professional Disqualification		121.683	6 months
		135.63	12 months

* If the instructor does not hold a flight instructor's certificate, additional training is required.

JOB AID 3.11.3.1. (Cont'd.)
CREWMEMBER TRAINING AND QUALIFICATION RECORDS
PARTS 121 AND 135

Type of Record	Airmen Position	Relevant FAR('s)	Currency Period
Initial Ground Training	Pilot	121.419 and 135.345	retain for current aircraft
	FE	121.419	
	Flight Attendant	121.421 and 135.349	
	Aircraft Dispatcher	121.422	retain for current aircraft
	Navigator	121.420	
Initial Flight Training	Pilot, FE, Flight Attendant, Aircraft Dispatcher, Navigator	121.424 and 135.347	retain for current aircraft
Transition Ground Training	Pilot	121.419 and 135.345	retain for current aircraft
	FE	124.419	
	Flight Attendant	121.421 and 135.349	
	Aircraft Dispatcher	121.422	
	Navigator	121.420	
Transition Flight Training	Pilot	121.424 and 135.347	retain for current aircraft
	FE	121.425	
	Navigator	121.426	

JOB AID 3.11.3.1. (Cont'd.)
CREWMEMBER TRAINING AND QUALIFICATION RECORDS
PARTS 121 AND 135

Type of Record	Airmen Position	Relevant FAR('s)	Currency Period
Upground Ground Training	Pilot	121.419 and 135.345	retain for current aircraft
Upgrade Flight Training	Pilot	121.424 and 135.347	retain for current aircraft
Differences Ground and Flight Training	Pilot	121.418 and 135.341 - (ground) 135.347 - (flight)	retain for current aircraft
	FE	121.418	
	Flight Attendant	121.418 and 135.341	
	Aircraft Dispatcher	121.418	
	Navigator	121.418	
One Time Training Requirements - Basic Indoctrination		121.415 and 135.63	permanent
One Time Training Requirements	Flight Attendant OE	121.434	permanent

JOB AID 3.11.3.2.
CURRENCY PERIODS (FAA Order 8400.10, Air
Transportation Operations Inspector's Handbook)

Type of Record	Relevant FAR(s)	Currency Period
Initial New-Hire Training	121.683, 135.63, and 135.349	permanent
Initial Equipment Training	121.683, 135.63, and 135.345	permanent
Transition Training	121.683, 135.63, and 135.349	permanent
Upgrade Training	121.683(a) and 135.63	permanent
Recurrent Training	121.427 and 135.351	permanent
Emergency Training "Hands-On"	121.417	26 months
Alternate Drills "Hands-On"	121.417	50 months
Emergency Training and Alternate Drills "Hands-On"	135.331	permanent
Requalification Training		retain for current aircraft
Check Airman/ Instructor Training	121.413 and 135.339	retain for current and previous aircraft